

KEEPING OUR MEETINGS SAFE FROM ZOOM BOMBERS

Prepare – Prevent – Protect
Knowing about your Zoom meeting settings

SUGGESTIONS AND BEST PRACTICES...

- MA World Services does not does not endorse or accept contributions from any outside enterprise. As many of our groups use Zoom for online meetings we are providing these as general best practices.
- This tips and tricks document is meant to provide ideas and suggestions **for meetings to avoid the pitfalls and prevalence of “Zoom Bombers”** - people who are intentionally trying to disrupt your online meeting space.
- This document has been created to provide information about certain Zoom functionality you may find helpful and will not guarantee that your group will not be targeted.
- Further review of Zoom functionality in their [help center](#) may also be beneficial, as this is not a complete Zoom guide.

A NOTE ABOUT GROUP CONSCIENCE...

- These guidelines are compiled from the shared experience of MA members and are a work in progress.
- Guidance is given through the Twelve Traditions of Marijuana Anonymous and the group conscience of the ad hoc MA World Service Committee addressing Zoom safety.
- In keeping with our tradition of autonomy, except in matters affecting other groups or MA as a whole, most decisions are made by the group conscience of members involved.
- The purpose of these guidelines are to assist in reaching an informed group conscience.

MEETING SETUP

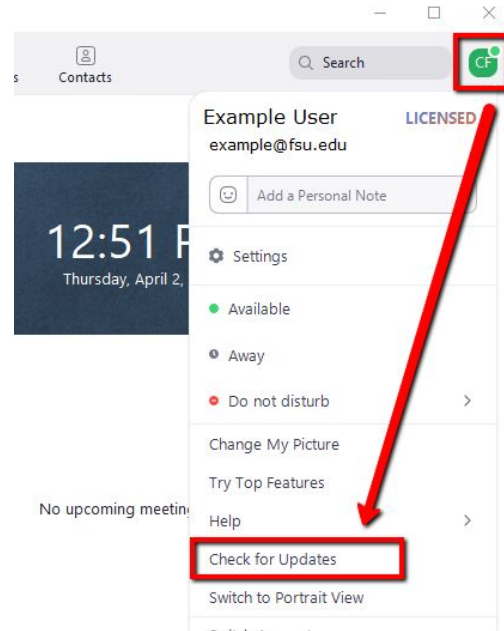
PREPARING YOUR ZOOM ACCOUNT

First, make sure you have the most recent version of Zoom.

Then, turn on the following settings:

1. Waiting Room (Security)
2. Mute all participants when they join a meeting
3. Co-Host
4. Screen sharing - Who can share? Host Only
5. Report to Zoom (Advanced)
6. Breakout Room (Advanced)

All of these settings can be found in your profile at <https://zoom.us/profile/setting>





EDIT YOUR EXISTING MEETING

If editing existing meetings, each meeting will need to be edited individually,

- Select the meeting you'd like to edit from the meeting list
- click “Edit” to change your meeting settings.

Start

 **Copy Invitation**

 **Edit**

✕ Delete

Join from a Room

[Show Meeting Invitation](#)

ZOOM MEETING SETTINGS

Security

Passcode

1989420

Waiting Room

Video

Host

on off

Participant

on off

Audio

Telephone Computer Audio Both

Dial from United States of America [Edit](#)

Meeting Options

Allow participants to join anytime

Mute participants upon entry 

Don't forget to hit save!

Save

PRE-MEETING

PRE-MEETING TEST DRIVE

Before your meeting start time, we suggest you and any fellow co-hosts login and verify ***in-meeting*** settings to further avoid disruption.

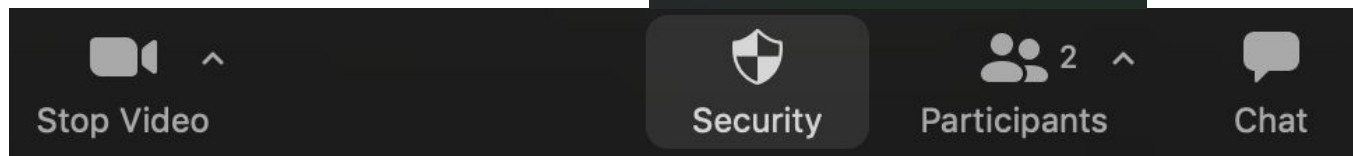
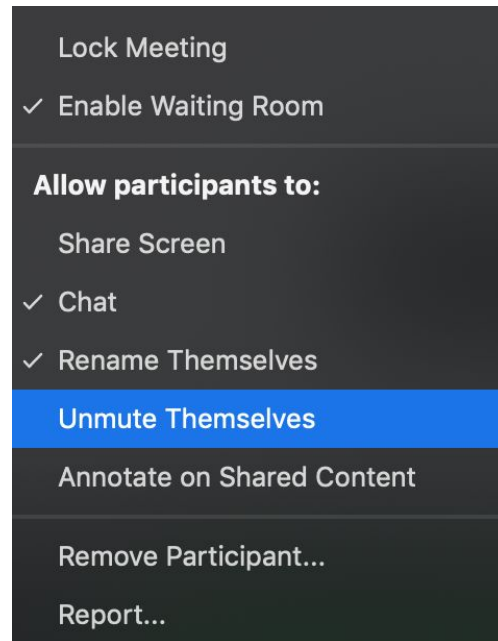
Use this time to check your settings for things like:

- Mute/Unmute
- Chat
- Screen Sharing

**When making these changes at first, it may be helpful to test different settings with group members well before your meeting time/date.*

IN-MEETING SECURITY SETTINGS

- Using the Security Icon
- Turn off checkmarks next to
 - Share Screen
 - Unmute Themselves (important)
 - Annotate on Shared Content



CHAT SETTINGS

Adjust your Chat settings to keep Zoom bombers from sharing inappropriate content. Open the chat from the main panel and select chat options by clicking the three dots.

Select **Host only**. This still allows participants to chat the host with any technical questions.

Pro-Tip: If it feels safe you can open the chat to **Everyone publicly and privately** after the meeting during fellowship. This allows participants to chat publicly and also gives the option for members to privately connect with one another to ask about sponsorship or share contact information.

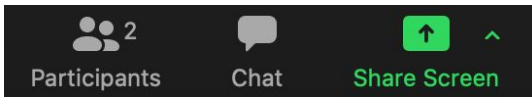
Save Chat

Participant Can Chat With:

- No one
- ✓ Host only
- Everyone publicly
- Everyone publicly and privately


To: Everyone ▾

Type message here...

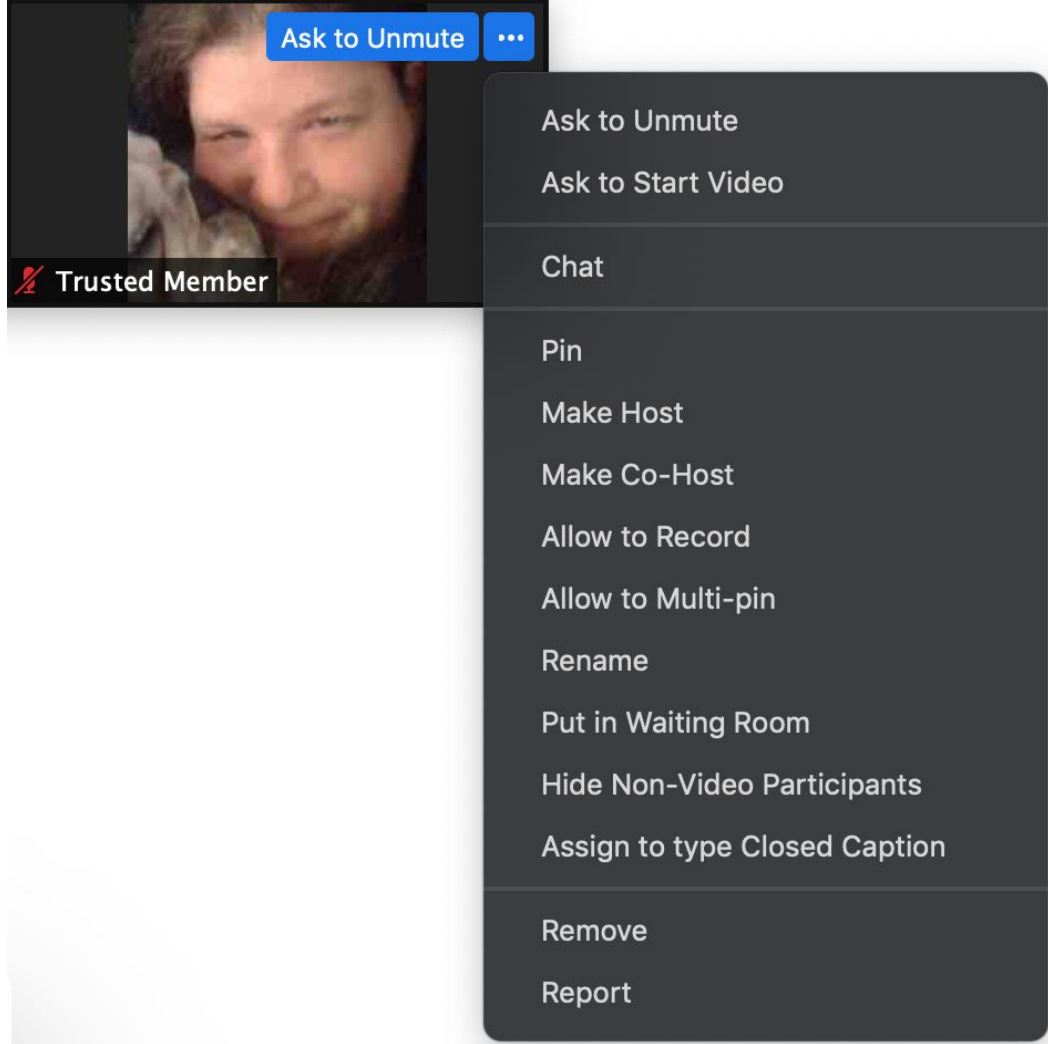


MANAGING PARTICIPANTS

MANAGING PARTICIPANTS

The fastest way to manage participants is to click on the  in their video window. Here you can:

- Ask to Unmute
- Ask to Start Video
- Chat
- Make Co-Host
- Put in Waiting Room
- Remove from meeting
- Report to Zoom



ASSIGN A CO-HOST

Assigning trusted members at the meeting as co-hosts will help share the work of keeping the room safe and allow the chair to focus on running the meeting.

Co-hosts can manage participants, field chat messages, remove disruptive participants. Basically, a co-host can do everything a Host can, except manage breakout rooms.

BREAKOUT ROOMS

THE BIG IDEA: THE BREAKOUT ROOM IS THE MEETING

Breakout rooms are a safe and insulated place away from the main room. Zoom Bombers can NOT get into the Breakout Room without permission from the host.

The host can talk to and pre-vet the bomber by viewing their camera and talking to them to decide if they should be admitted to the breakout room for the meeting.



Record



Breakout Rooms



Reactions

BREAKOUT ROOMS: CREATE YOUR ROOM

Breakout Rooms

Create breakout rooms

Assign automatically

Assign manually

Let participants choose room

Create

Breakout Rooms - Not Started

Room 1 Assign

Recreate Add Room Open All Rooms

Breakout Rooms - In Progress

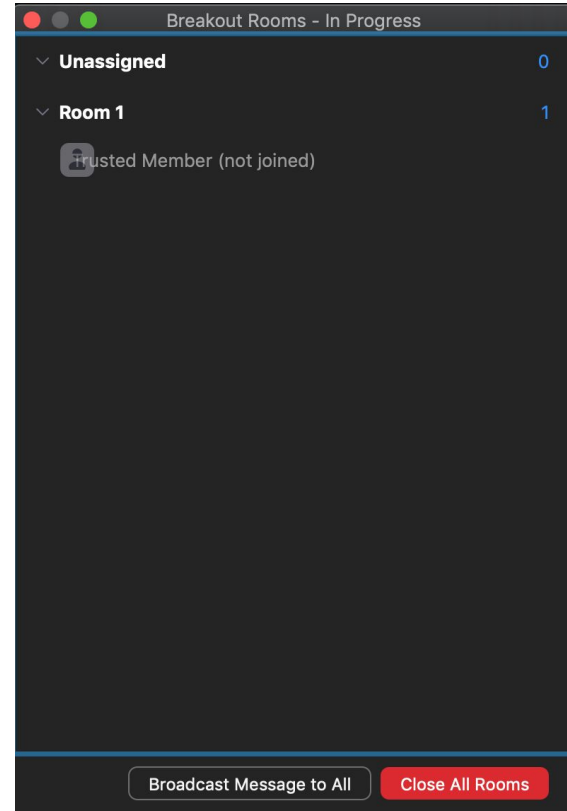
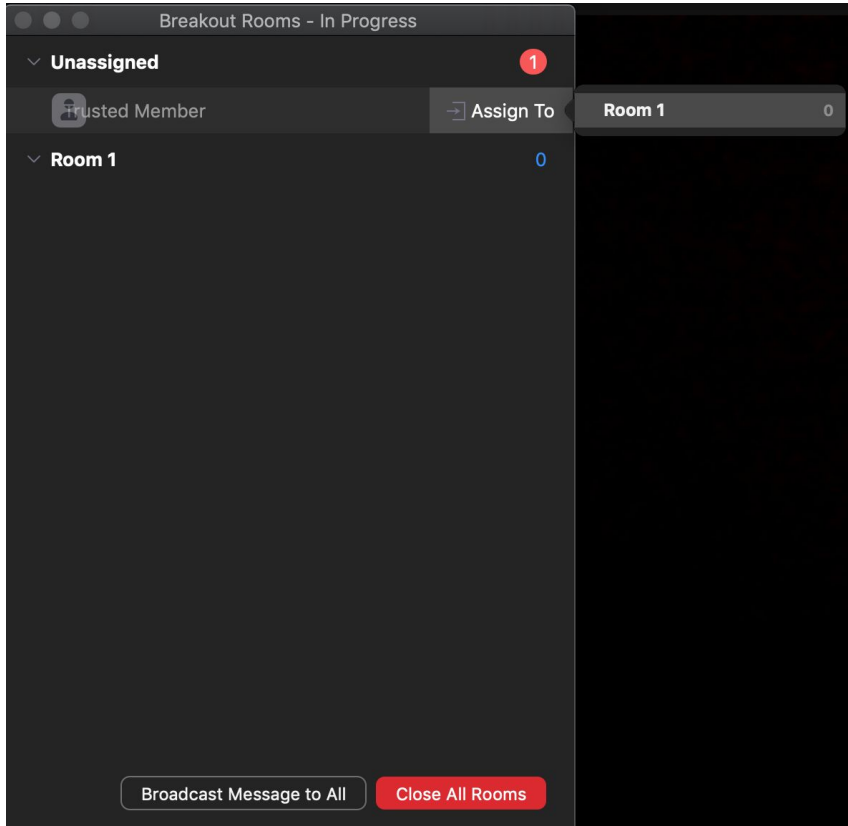
Unassigned 1

Trusted Member

Room 1 0

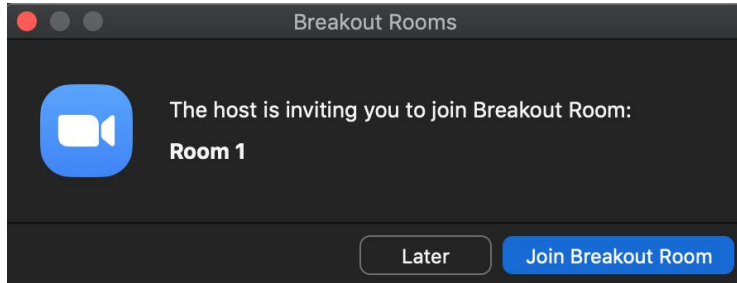
Broadcast Message to All Close All Rooms

BREAKOUT ROOMS: ASSIGNING MEMBERS TO THE ROOM

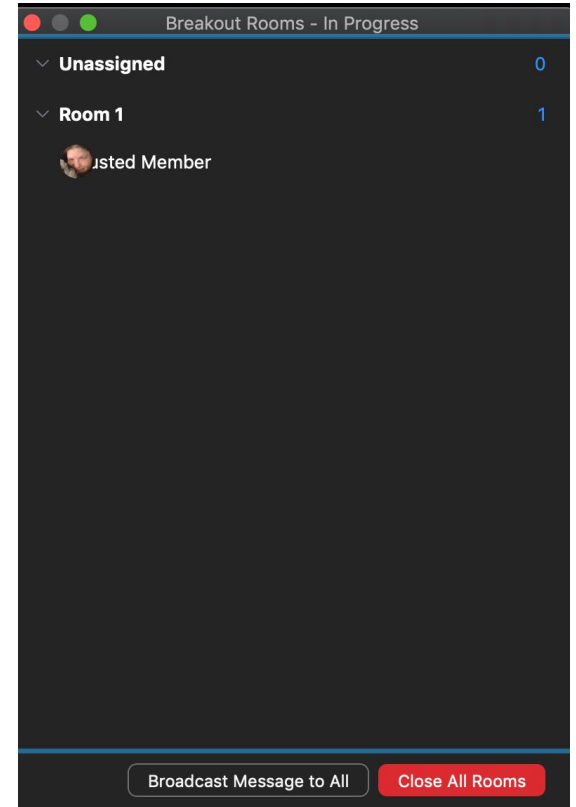


BREAKOUT ROOMS: MEMBER JOINS THE ROOM

Members sees:



Host sees:



BREAKOUT ROOMS: MEMBER LEAVES THE ROOM

Clicking Leave Room button will open a menu giving you two options. Leave Breakout Room takes you back to the main room, while Leave Meeting exits you completely from the meeting.



Leave Room



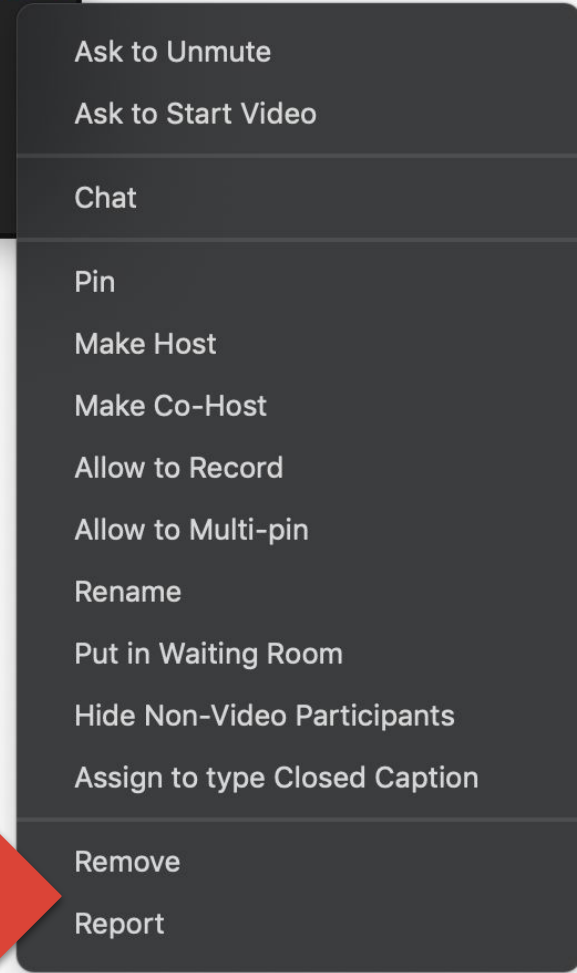
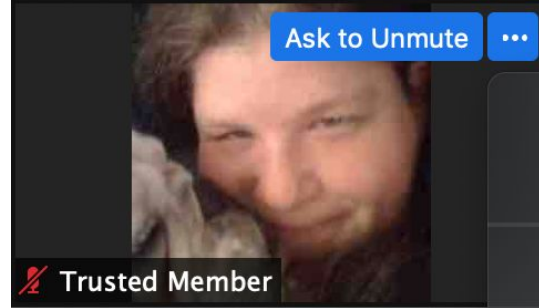
Leave Meeting



Leave Breakout Room

EJECTING THE BOMBERS

REMOVE & REPORT!



We don't have to accept Zoom Bombers in our rooms. Click **Remove** to kick the bomber out of the meeting. They will be able to return to the waiting room, but you don't have to let them back in.

It's also possible to **Report** them to Zoom but this only works if they are logged into a Zoom account.

OTHER CONSIDERATIONS...

- Rename...
- Mute all buttons are in both the meeting settings and participant panels. You can use either.
- In Participants' Panel options:
 - Mute upon entry;
 - Don't allow renaming (to prevent bombers taking our names to prevent being kicked out)
 - Hosts can remove last names in the waiting room to help participants keep anonymity.
- In Account Settings options:
 - Allow participants to rejoin after being removed (accidental removals)
 - Allow participants to save the chat
 - Only allow authenticated users can join meetings
 - Turn off virtual background

WE HOPE YOU FIND THIS HELPFUL!

DO YOU HAVE SAFETY TIPS OR TRICKS TO SHARE OR
QUESTIONS FOR MA WORLD SERVICES?

CONTACT: INFO@MARIJUANA-ANONYMOUS.ORG